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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11-8-78	1. Agency Address Georgia Department of Labor Work Incentive Program Room 416, IBEW Bldg. Atlanta, Georgia 30312	Application Number 78-334	
Application Number		Date Received DEC 6 1978	Date Completed DEC 14 1978
2. Person to Contact Jerry Moore		Working Title State WIN Coordinator	Telephone Number 656-3098
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975	Latest Present	5. Records Series Title (followed by title used in office, if different) Contracts - (OJT, PSE, and Institutional Training) Reimbursable Bills; Contract Logs	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Approves/disapproves contracts for job training with employers throughout the state.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Active contracts for job training. Included are key contract pages, copies of monthly invoices and service reports (ESA 1606, 1607, 1608, 1609, 1647). Included are: General Provisions for Cost-Reimbursement type contracts, Worksite Summary, Contract Budget Summary Cost Breakdown, Budget Item 1 - Administrative Costs; Item 2, Wages, Workmen's Compensation and Benefits; Authority of Contractor; Certifications and Representations.  File is arranged: numerical by Contract Number (last three digits)			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? At least once per month - all records.			
9. Annual Rate of Accumulation of Records Letter-size drawers 16; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Fiscal Section
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy. 85-8-11
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Fiscal Section, also local office where contract originated.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law _____ years.	d. Audit period Audit is performed. _____ years.
b. Statute of limitation _____ years.	e. Administrative need _____ years.
c. Federal law _____ years.	f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
These records contain some documents not contained in original Fiscal records - possible audit trail or audit-related questions may arise which would relate to these records.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☒ Transfer to local holding area; hold 1 FY \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 4 FY \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Howard L. Wahr	11/8/78	John C. Arnold	11-30-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-12-78
		Secretary of State/Designee	12-11-78
		Attorney General/Designee	12-14-78